

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号 Announcement No.	A-09-011R
		一次選考締切り日: 1 st Cut Off Date	11 MAR 2009
		募集締切り日: Closing Date	選考決定まで継続 Open until filled
		発行日: Date of Issue	18 FEB 2009
1.職種名 Job title (等級 Grade <u>1-4</u> / 語学等級 LAD <u>2</u>) Food Outlet Manager IHA-103		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
見習い採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee 見習い等級 Trainee Grade: 1-3 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical			
2.部隊 Activity Officer's Club, MWR Department, U. S. NAF Atsugi 勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi		5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> ヶ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hr/wk) 勤務日 Work Days : 週 40 時間制: 40 Hours Per Week <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular Sun/Tue/Wed: 1445-2330 & Fri/Sat: 1545-2430 <input checked="" type="checkbox"/> 夜勤有 Night Shift <input checked="" type="checkbox"/> 残業有 Overtime <input checked="" type="checkbox"/> 出張有 Business Travel			
6.職務内容 Duties See attached sheet.			
7. 職務状況 Working Condition:			
8.資格要件／身体条件 Qualification/Physical Requirements - One year of clerical, technical, or administrative work experience or completion of 4-years college/university in any field. - Knowledge of Customer Service. - Skill in operating a personal computer system such as MS Word, Excel. - Ability to speak, read and write English at average proficiency level (LAD-2). - Ability to speak, read and write Japanese fluently. - Regular Driver's License. *A handicapped applicant may be accepted, depending upon the degree and kind of disability. - Must be able to obtain Health Card issued by Atsugi medical clinic upon hiring. The employee must go through PPD at the Atsugi clinic. 採用後に米海軍に於いてヘルスカードの取得を必要とします。カードの取得には米海軍病院診療所に於いてツベルクリン検査が行われます。 *Those who do not fully meet above requirements may be selected at the lower grade. *A handicapped applicant may be accepted, depending upon the degree and kind of disability. - Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national, etc) in Japan will be eligible. <u>Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> 日本で活動の制限のない在留資格(永住者、定住者、日本人の配偶者など)をもつ日本国籍以外の方は資格条件を満たします。応募書類に外国人登録証明書のコピー(表、裏両面)及びパスポート(顔写真およびビザ印のページ)を添付して下さい。 - U. S. Citizens are not eligible for IHA (HPT) employment. 米国籍(米国籍を含む多重国籍者)の方は IHA の資格条件を満たしません。			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See Block #8		免許証／修了証 License/Certificate Required : See Block #8	
9.提出するもの Application and Associated Documents			
* <input checked="" type="checkbox"/> 空席応募用紙(表・裏面) Application for Vacancy Announcement (HROY Form 1, Front & Back) http://hro.cnj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil * の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either H R O 様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴(会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など)。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa			

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 Office/POC 厚木基地人事部 ☎0467-78-2661 / DSN 264-3426 / 3624	〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi, Atsugi Base 厚木基地人事部 HRO BOX12	PDNO: NAFATG-N610-006

* 履歴書及び添付書類は所定の締切日までに上記提出先に提出してください。

Submit application and attachments to HRO Atsugi SO by the Cut Off/Closing date of the announcement.

* 応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。

Ineligible applicants will not be referred for consideration.

* 提出された応募書類はお返ししません。

Submitted applications will not be returned.

6.職務内容 Duties

Responsible for managing, supervising, and directing the entire club operation at night in accordance with applicable regulations and the policies and procedures established by the club manager.

When parties occur during incumbent's shift, assists in setting up according to party sheet, monitors function to assure party is running smoothly, collects monies at end of party, and prepares appropriate paperwork for same.

Assures that only authorized patrons utilize the club facilities. Circulates among the patrons to maintain order.

Attempts to resolve problems in a tactful and diplomatic manner. In case of serious problems, contacts assistant manager or the manager.

May serve as a leader, assures work assignments of night personnel are properly performed, provides necessary supplies to employees and resolves minor problems and complaints of the employees. Advises the manager/assistant manager regarding the work performance of the night personnel.

Assist bartenders in setting up bars and conducting bar inventories. Rings out each register.

Prepares and submits daily report of night operations, to include both minor and serious incidents, personnel/staffing problems, and other information that concerns club operations and management decisions, to include equipment breakdowns or repair.

Prior to closing club, completes fire safety checks making certain that all ashtrays are emptied, cushion are lifted and checked for possible, smoldering cigarettes, unnecessary electrical equipment is unplugged, secures all doors and windows, checks all locks to be secured at the bar, galley, storerooms, etc. Ensures that all keys are turned in lock box and/or cashier's bag.

Performs other related duties as required.